



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

CUSTOMS MEMORANDUM ORDER  
NO. 122-92

TO: All District Collectors/Service & Division Chiefs  
Members, Promotion Board  
And All Other Concerned

Subject: Guidelines in Promotion for Retirement  
Purposes

In line with the mandatory provisions under Section 46 of RA 7078, as implemented by Joint Memorandum Circular No. 3 of the Department of Budget and the Civil Service Commission dated November 8, 1991, the following guidelines shall be observed for promotion of employees due for compulsory retirement:

1. An employee may be considered for promotion six (6) months prior to his/her retirement. In no case shall the privilege be accorded for optional retirement.
2. The concerned personnel shall have not been promoted for at least one year prior to the date of the retirement promotion.
3. He/she should meet the minimum qualification requirements set for the proposed position.
4. Promotion for retirement purposes shall in no case be more than 3 ranges higher than his present position. The total number of years in the customs service shall be used as a gauge, as follows:  

5 - 10 years	=	1 range higher
11 - 19 years	=	2 ranges higher
more than 20 years	=	3 ranges higher
5. He/she has no pending criminal and/or administrative case. Neither must he have been found guilty in previous criminal and/or administrative cases.
6. He must be recommended for the promotion by his immediate superior.
7. His performance rating for the last two rating periods prior to the promotion must have been Very Satisfactory.

For strict implementation.

This Order shall take effect immediately.

GUILLERMO L. FARAYNO JR.  
Commissioner